

STATINTL

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MEMORANDUM TO CHIEF OF FIELD MISSIONS

11 July 1967

FROM: Chief, Field Division

SUBJECT 1: Services to Other Agencies

Please furnish me a list of material you distribute or other services you render on a regular or standing-order basis to individuals or offices outside OIG. It is necessary that these services be approved through appropriate OIG channels. Please make it a point to keep my records current on any changes in the list.

SUBJECT 2: Headquarters Technical Information Unit

The Special Services Section at headquarters has been dissolved. Its indexing, research and special distribution functions have been absorbed by Special Reports Division; and its function of supplying geographical, bibliographical and similar information to headquarters editors and to field missions is performed by a "Technical Information Unit". The three-man staff of this unit would like to examine now the services being rendered the field to determine whether they could be improved.

Are the lists now being sent you on 3x5 or 8x11 cards or occasionally on full sheets useful? Do you need both copies now being sent, or would you like more? What other lists or what other types of material would be valuable if the Unit could furnish them? Have you other suggestions or criticisms? Please let me know.

SUBJECT 3: Accountable Officers

Property Control has pointed out that our practice of designating Chiefs of Missions as accountable officers will prevent the Chief from exercising certain prerogatives, such as making substitutions and expendables without reference to Washington, which would otherwise simplify accounting. Other considerations also make it desirable to have the employee who actually handles property records accountable. Unless you see reason to disagree, please send me the name of the person handling your property records and I will initiate a request that he be designated accountable officer.

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FOR THE CHIEF, FIELD:

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Chief, Field Division

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cc:

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